CURICULUM VITAE

Mohammad Rashid Abbasi

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OBJECTIVE:

- *To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.*

EXPERIENCE:

SHAIKH BROTHERS.

Leather & Towels Manufacturers & Exporter

Job Title: Accounts/Export Officer *Report to: Directors/Partners*

From July' 2006 to Present

Job Responsibilites:-

Accounts:

- *Responsible for preparation of all types of Vouchers.*
- *Responsible For Purchase, And Sales Ledger Accounts, Petty Cash.*
- *Approve And Lock All Vouchers.*
- *Aging of Accounts Receivable & Payables.*
- *Correspondence with Parties & Account Reconciliations.*
- *Correspondence with Banks and Bank Reconciliation.*
- *Coordination with Auditors.*
- *Preparing Reports on Different Aspects.*
- *Maintain Inventory Reports According To Standard Documentation And Archiving Procedures.*
- *Employees Salaries.*
- *Documents Controlling.*
- *Handle communications and negotiations with external suppliers.*
- *Monitoring The Project Sale And GRN Collection On Daily Basis.*
- *SDN (Stock Debit Note) Monitoring Issued Against Stock Returned By Parties.*

- *Keep detailed records, generate reports, and develop presentations to help management understand the perspective.*
- *Build relationships within the company and with external parties, such as suppliers or distributors.*
- *Collaborate with Production in order to identify problems and find solutions.*
- *Prepare and submit weekly reports to Directors.*
- *Posting Items in* ***Peachtree, Synergy, and Effrotech Fox Fro Software****.*
- *All Office Related Work*
- *Monthly Stock Taking.*
- *Aging of debtors' and creditors.*
- *Working capital management.*
- *Preparation and monitoring of payment schedule.*
- *Preparation of budgets.*
- *Coordinate With Association For Renewal And Any Others Matters. (TMA,PTA & Mintex)*
- *Corresponding with bank for routine Operations.*
- *Handle Payments and Receipts along with reconciliations.*

Taxes:

- *E - Filing of withholding tax, sales tax return.*
- *Refund process.*
- *Tax Audit.*
- *Reconciliations,*

Export/Local Sales:

- *Apply for E Form.*
- *Handle the whole export operation from making of export documents to shipping including dealing with bank, custom officer, transporters and customer.*
- *Formation of clearing Agent Letter, custom invoice, sales tax invoice, 'form E' and custom packing list.*
- *Assist logistics process for Deliveries.*
- *Controlling manufacturing and delivery processes.*
- *Planning and implementing logistical strategy.*
- *Maintenance of Research and Development file.*
- *Local Sales Tax Invoices.*
- *Preparing Gate Pass.*
- *E Filing and Manual Filing of Rebate.*
- *Making Online DLTL Extra Rebate Filling.*

Human Resource:

- *Making Appointment Letter.*
- *Making ID Card All Employees.*
- *Send Out CV Acknowledge Letter.*
- *Complete All Required Document For New Hires.*
- *Maintain Data Of Employees Regarding Their Personal Files.*
- *Maintain The List Of Staff Working In The Organization (New Hires. Terminations. Resigns).*
- *Verify Attendance, Hours Worked, And Pay Adjustment And, Post Information On To Designated Records Making Pre Employment Medical Checkup Letters.*
- *Report To Directly To Head HR.*
- *Payroll process.*
- *Preparation of Full and Final Settlement.*

EDUCATION:

Masters (MBA) in Finance

Graduation (B.com)

Intermediate (I.Com)

Matriculation (Science)

PERSONAL INFORMATION:

Father's Name:	Mohammad Bashir
Date of Birth:	November 11, 1984
CNIC:	42501-7587067-9
Religion:	Islam
Nationality:	Pakistani
Marital Status:	Married